



**CITY OF BRAWLEY
JOB ANNOUNCEMENT**

DEPARTMENT: Finance

POSITION: Temporary Clerk – Utility Billing

SALARY: \$10.50 per hour

EXAM TYPE: Oral Interview

DUTIES: See job description

QUALIFICATIONS: High School diploma or GED. One year of general office experience; experience must include bookkeeping work

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: March 28, 2017 by 5:00 PM

(Posted 03/24/2017)

CITY OF BRAWLEY

CLASS TITLE: Temporary Clerk – Utility Billing

BASIC FUNCTION:

Under general supervision, performs routine to moderately difficult account-keeping clerical work which may require the application of elementary bookkeeping principles and practices to the maintenance of financial accounts and records.

An employee of this class performs routine to moderately difficult account-keeping clerical work. Duties involve the performance of any combination of calculating, posting, verifying, sorting and processing documents pertaining to payroll, travel, budget, purchasing and other account keeping transactions associated with guidance are received from the Director or his/her delegated authority. Work is usually closely supervised while learning department procedures, forms and terminology. Once knowledge of the departments has been gained only occasional supervision and work review is required during progress or upon completion. Although supervision and guidance are usually available, employee is responsible for selecting steps and timing of work process and handling routine work problems, exercising in initiative and judgment. Difficult or unusual problems are referred to a supervisor.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Computes bills, rates, prices and other charges for billings or recording purposes.
2. Receives money for fees, rent, taxes, permits, deposits, licenses and other sources; balances cash and prepares cash reports.
3. Records revenues, disbursements and transfers of City funds.
4. Requisitions parts, materials and supplies; verifies invoices against Purchase Orders and maintains inventory.
5. Classifies and verifies invoices for accuracy and completeness; determines appropriate account number for posting and payment; monitors expenditures and account balances.
6. Operates a variety of office equipment, i.e, typewriter, ten key calculator, copier and computer terminal.
7. Maintains files and records; files and retrieves information and purges files of unnecessary materials.
8. Types a variety of forms and documents from rough draft.
9. Answers telephones and routes calls.

10. May maintain petty cash and process vouchers for reimbursement
11. Performs related duties as assigned.

Desirable Knowledge, Skills and Abilities

Working knowledge of modern office equipment, practices and procedures; knowledge of business English and math; ability to make mathematical computations quickly and accurately; prepare routine reports and statements and maintain financial records; establish and maintain effective working relationships with other employees and the general public; skill in operating a 10 key calculator and typewriter.

KNOWLEDGE AND ABILITIES:

EDUCATION AND EXPERIENCE:

High school education or equivalent; one year experience in general office clerical work which includes some bookkeeping work; or any equivalent combination of experience or education which provides the knowledge, skills and abilities to perform this work.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment – phones ringing, customers and co-workers talking. Noise level is moderate and sources include copier, printers and calculators. The area is air conditioned with heat from the outdoors as customers enter the lobby.

PHYSICAL DEMANDS:

The employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.